

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Agenda for Transactional Costs Task Force

FROM:

EXA/DDA  
7D24 Hqs

EXTENSION

NO.

DDA 89-0117

DATE

5 January 1989

DDA/REG  
LOGGED

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

Attached please find the agenda for the upcoming Transactional Costs Task Force Meeting which will be held on MONDAY, 30 JANUARY 1989 at 0900 in the DDA CONFERENCE ROOM.

2.

3.

4.

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10.

11.

ORIG: EXA/DDA

Distribution:

Orig - Each Addressee

1 - DDA-Subject w/att

1 - DDA Chron w/o att

1 - EXA Chron w/att

12.

13.

14.

15.

DDA REGISTRY

01 JAN-89

DDA 89-0117  
5 January 1989

AGENDA FOR TRANSACTIONAL COSTS TASK FORCE MEETING

30 January 1989

STAT 1. Discussion of the development of a Quick Reference Directory for Agency usage. What goes in it?  will bring representatives from P&PG who can assist in planning)

2. Review of transactional costs items completed to go in report for February 1989. (Hopefully, only two issues should be left for Feb/April; i.e. the Reference directory and form automation).

3. Discussion of "Delegation of authorities". We need to determine if the office primarily affected by the delegation is in favor or not in favor of the proposed delegation; and justification, if in favor.

4. Do we need an offsite for Items 1 and/or 3?